

## RECORDS RETENTION SCHEDULE

*See Also: Policy EH, EHB, GBJ, JRA*

Document Type	Statute, Rule Or Other Legal Authority <small>if none listed, the retention period is a recommendation</small>	Retention Period
* = If record related to federal funds		
<b>BUSINESS RECORDS</b>		
Accident Reports: <ul style="list-style-type: none"> <li>• Employee</li> <li>• Student</li> </ul>		<ul style="list-style-type: none"> <li>• Term of employment plus 6 years</li> <li>• Age of majority plus 6 years</li> </ul>
Accounts Receivable	RSA 33-A:3-a	Until audited plus 1 year
Annual Audit	RSA 33-A:3-a	Permanent
Annual Report (Districts) <ul style="list-style-type: none"> <li>• Warrants</li> <li>• Annual Meeting Minutes</li> <li>• Budgets (Districts &amp; SAU)</li> </ul>	RSA 33-A:3-a	Permanent
Application for Federal Grants	20 U.S.C. 1232f.,	5 years after the completion of activity
Architectural Plans		Permanent
Asbestos Removal		Permanent
Bank Deposit Slips	RSA 33-A:3-a	6 years
Bonds and Continuation Certificates	RSA 33-A:3-a	Permanent
Budget Worksheets		End of budget year plus 1 year
Cash Receipts, Disbursement Records, Checks	RSA 33-A:3-a	Until audited and a minimum of plus 6 years after last entry
Child Labor Permits		1 year
Contracts* <ul style="list-style-type: none"> <li>• Construction Contracts</li> <li>• Capital Projects</li> <li>• Fixed Assets that require accountability after acquired*</li> </ul>	RSA 33-A:3-a	Life of contract plus 3 years
<ul style="list-style-type: none"> <li>• Engineering Surveys</li> </ul>		Permanent
<ul style="list-style-type: none"> <li>• Unsuccessful Bids</li> </ul>	RSA 33-A:3-a	Life of contract plus 3 years
Certified Educator		Permanent
Collective Bargaining Agreements		Permanent
Correspondence <ul style="list-style-type: none"> <li>• For Business Transactions*</li> <li>• General</li> <li>• Transitory</li> </ul>	RSA 33-A:3-a	<ul style="list-style-type: none"> <li>• Life of subject matter plus 4 years</li> <li>• 3 years or longer when historic/useful</li> <li>• As needed for reference</li> </ul>
Deeds		Permanent
District Meeting Minutes & Warrants		Permanent
Insurance Policies	RSA 33-A:3-a	Permanent
Loan Documents (Notes)	RSA 33-A:3-a	Until paid, audited plus 3 years
Student Activities Records/Accounts	RSA 33-A:3-a (bank deposit slips & statements 6 years)	Until audited plus 6 years
<b>ENROLLMENT REPORTS</b>		
<ul style="list-style-type: none"> <li>• Fall Reports A12A</li> <li>• Pupil Registers</li> <li>• Resident Pupil Membership Forms</li> <li>• School Opening Reports</li> <li>• Statistical Report A-3</li> </ul>	RSA 189.28 RSA 189.27-b  RSA 189.28	<ul style="list-style-type: none"> <li>• Permanent</li> <li>• Permanent</li> <li>• 14 years</li> <li>• 3 years</li> <li>• Permanent</li> </ul>
Federal Projects Documents	Review specific project/grant program requirements.	5 years after submission of final audit report and documentation for

	20 U.S.C. 1232f (3 years after the completion of the activity for which the funds are used). Other authorities may apply.	expenditures, unless there is an ongoing audit.
FICA Reports – Monthly		7 years
Fixed Trip Requests/Confirmations		1 year
Fixed Assets Schedule		Permanent - as updated
Form C-2 Unemployment		6 years
Wage Report (DES 100)		6 years
Invoices*	Until audited plus 1 year	Until audited plus 1 year 3 years*
MS-22 Budget Form		6 years
MS-23 Budget Form		6 years
MS-25 Budget Form		Permanent
Minutes of Board Meetings Board Committees	RSA 91-A:2, II RSA 33-A:3-a	Permanent
Purchase Orders*		Until audited plus 1 year
Request for Payment Vouchers		Until audited plus 1 year
Requisitions*		Until audited plus 1 year
Retirement Reports - Monthly		1 year
<b>TIME CARDS:</b>		
<ul style="list-style-type: none"> <li>• Bus Drivers</li> <li>• Custodians</li> <li>• Secretaries</li> <li>• Substitute Teachers</li> </ul>	Lab 803.3 – for all	5 years for all
Payroll Records	<ul style="list-style-type: none"> <li>• RSA 33-A:3-a - Audited plus 2 years</li> <li>• 29 C.F.R. §167.3 – 3 years</li> <li>• ADEA:29 U.S.C. §626.29 CFR Part 1602 - 2 years from job action</li> <li>• 29 C.F.R. §825.500 FMLA, 29 U.S.C. §2616 – 3 years</li> </ul>	6 years
Travel Reimbursements*		Until audit plus 3 years
Treasurer’s Receipts – Canceled Checks		6 years
Treasurer’s Report		6 years
Vocational Education <ul style="list-style-type: none"> <li>• AVI Forms</li> <li>• Vocational Center Regional Contracts</li> <li>• Federal Vocational Forms*</li> </ul>		<ul style="list-style-type: none"> <li>• 1 year</li> <li>• 20 years</li> <li>• 6 years</li> </ul>
Vouchers Manifests*		Until audit plus 1 year
<b>TAX FORMS:</b>		
<ul style="list-style-type: none"> <li>• W-2s, 1099*</li> <li>• W-4 Withholding Exemption Certificate</li> <li>• W-9</li> <li>• 941-E Quarterly Taxes</li> </ul>	Keep all records of employment taxes for at least four years after filing the 4 <sup>th</sup> quarter for the year. 26 C.F.R. §31.6001-1(e)(2)(tax advisors say 7 years)	7 years
<b>PERSONNEL RECORDS:</b>		
Personnel Records	RSA 33-A:3-a – Retirement or termination plus 50 years	Term of employment plus 50 years
<ul style="list-style-type: none"> <li>• Application for Employment – Successful</li> <li>• Application for Employment - Unsuccessful</li> </ul>	RSA 33-A:3-a	<ul style="list-style-type: none"> <li>• Term of employment plus 50 years</li> <li>• Current year plus 3 years</li> </ul>
Attendance Records: <ul style="list-style-type: none"> <li>• Leaves</li> <li>• Requests for Leave</li> </ul>	Family Medical Leave Act – 3 years	<ul style="list-style-type: none"> <li>• 3 years</li> <li>• 1 year</li> </ul>
Class Observation Forms		1 year

Criminal Record Check: <ul style="list-style-type: none"> <li>No Criminal Records</li> <li>Criminal Record</li> </ul>	<ul style="list-style-type: none"> <li>RSA 189:13-a (Superintendent only)</li> <li>RSA 189:13-a (Superintendent only)</li> </ul>	<ul style="list-style-type: none"> <li>Destroy immediately after review</li> <li>Destroy within 30 days of receipt</li> </ul>
Civil Rights Forms, Discrimination Claims, Accommodation Under ADA, Information Used for EEO-5 Report, EEO-5 Report	29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. §§2000e8-2000e-12; 42 U.S.C. §2000ff-6; (final disposition, 2 years, 3 years)	6 years
Deferred Compensation Plans	RSA 33-A:3-a	7 years
Dues Authorization	RSA 33-A:3-a – Personnel Record	Term of employment plus 50 years
Employment Test Papers with Results	29 C.F.R. §1627.3	1 year from date of personnel action
Evaluations	RSA 33-A:3-a- Personnel Record	Term of employment plus 50 years
HIPPA Documentation	RSA 33-A:3-a. Personnel Record HIPPA; 45 C.F.R. §164.316(b)&.530(j) – 6 years. HITECH 42 U.S.C. §17938	Term of employment plus 50 years
Labor – PELRB Actions	RSA 33-A:3-a	Permanent
Labor Negotiations	RSA 33-A:3-a	Permanent
Legal Actions – Lawsuits	RSA 33-A:3-a	Permanent
Medical Benefits Application	RSA 33-A:3-a – Personnel Record	Term of employment plus 50 years
Medical Exams – Physical Exams Used for Personnel Action	29 C.F.R. §1627.3 (1 year from date of personnel action) RSA 33-A:3-a – Personnel Record 29 C.F.R. §1910.1020 (Term of Employment Plus 30 Years)	Term of employment plus 50 years
Oaths of Office	RSA 33-A:3-a – Term Plus 3 Years	Permanent
Promotion, Demotion, Transfer, Selection for Training, Layoff, Recall or Discharge	29 C.F.R. §1627.3 (1 Year from Date of Action) RSA 33-A:3-a – Personnel Record	Term of employment plus 50 years
Recruitment Documents	29 C.F.R. §1627.3	1 year from date of personnel action
Re-employment Letter of Assurance	RSA 33-A:3-a – Personnel Record	Term of employment plus 50 years
Retirement Application	RSA 33-A:3-a – Personnel Record	Term of employment plus 50 years
School Bus Driver Drug Tests – Positive Results & Records of Administration of test	49 C.F.R. §382.401; 49 C.F.R. §40.333	5 years
School Bus Driver Drug Tests – Negative & Cancelled	49 C.F.R. §382.401	1 year
Separation from Employment Form/Letter	RSA 33-A:3-a – Personnel Record	Term of employment plus 50 years
Settlement Agreements, even if in anticipation of a lawsuit	RSA 91-A:4, VI (10 Years)	Permanent
Staff Development Plan	Term of Employment plus 50 years	Term of employment plus 50 years
Substitute Teacher Lists		7 years
<b>STUDENT RECORDS:</b>		
<ul style="list-style-type: none"> <li>Applications for Free &amp; Reduced Lunch</li> <li>Assessment Results</li> <li>Attendance</li> <li>Disciplinary Records</li> </ul>	<p>Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault or safe</p> <p>Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault or safe.</p>	<ul style="list-style-type: none"> <li>6 years</li> <li>Permanent</li> <li>Permanent</li> <li>Term of enrollment plus 3 years</li> </ul>

<ul style="list-style-type: none"> <li>• Early Dismissal</li> <li>• Emergency Information Form</li> <li>• Grades</li>   <li>• Health and Physical Records</li> <li>• Immunization Record</li> <li>• Log of Requests for Access to Education Records</li> <li>• Medical Reports</li> <li>• Registration Form</li> <li>• Student Handbook</li> <li>• Transcripts</li> </ul>	<p>Ed 306.04 Policy Development,(h) complete and accurate records of students’ attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault or safe.</p> <p>FERPA 20 U.S.C.§1232g(b)(4)(A)</p> <p>Ed 306.04 Policy Development,(h) complete and accurate records of students’ attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault or safe.</p>	<ul style="list-style-type: none"> <li>• 1 year</li> <li>• 1 year / as updated</li> <li>• Permanent</li>   <li>• Term of enrollment plus 3 years</li> <li>• Term of enrollment plus 3 years</li> <li>• As long as the education record is retained</li> <li>• Term of enrollment plus 3 years</li> <li>• Term of enrollment plus 3 years</li> <li>• 1 copy of each edition – Permanent</li> <li>• Permanent</li> </ul>
<p>Internal Records:</p> <ul style="list-style-type: none"> <li>• Child Abuse Reports/Allegations</li> <li>• Criminal Investigation</li> <li>• Personnel Investigation</li> <li>• Sexual Harassment</li> <li>• Records Management, Transfer to Storage or Disposal</li> <li>• Vehicle Maintenance</li> </ul>	<p>RSA 33-A:3-a (Summary report of what category of records, for what range of dates, was put in storage or destroyed)</p> <p>RSA 33-A:3-a</p>	<ul style="list-style-type: none"> <li>• Permanent</li> <li>• Permanent</li> <li>• Permanent</li> <li>• Permanent</li> <li>• Permanent</li> <li>• Permanent</li> <li>• Life of vehicle plus 3 years</li> </ul>

**SPECIAL EDUCATION RECORDS**

**Department of Education Administrative Rule 1119.01, Confidentiality Requirements, section (b)(1)**

“An LEA shall not destroy a student’s special education records prior to the student’s 25<sup>th</sup> birthday, except with prior written consent of the parent or, where applicable, the adult student, pursuant to 34 CFR 300.624(b). The LEA must maintain a copy of the last IEP that was in effect prior to the student’s exit from special education until the student’s 60<sup>th</sup> birthday. An LEA may retain and store the student’s special education records in electronic form or any other form. An LEA shall provide a parent or adult student a written notice of its document destruction policies upon the student’s graduation with a regular high school diploma or at the transfer of rights or whichever occurs first. The LEA shall provide public notice of its document destruction policy at least annually.”

**Federal Funds****Records of amounts and disposition/use of federal funds, 20 U.S.C. 1232f,(a):**

“Each recipient of Federal funds under any applicable program through any grant, subgrant, cooperative agreement, loan, or other arrangement shall keep records which fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit. The recipient shall maintain such records for three years after the completion of the activity for which the funds are used.” (emphasis added)

**Electronic Records****The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to school districts, but does provide guidance:**

“Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by the record committee of the municipality responsible for the records. The municipality is responsible for assuring the accessibility of the records for the mandated period.”

SAU #7 Policy Committee: Recommended for Adoption – May 22, 2018